



PHI GAMMA DELTA
BUILDING COURAGEOUS LEADERS

New Member Education Manual

Eight Week Version

Property of
Phi Gamma Delta

1201 Red Mile Rd, Lexington, KY 40503
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Phi Gamma Delta's

New Member Education Manual

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Part 1

Phi Gamma Delta's Mission & Vision

Phi Gamma Delta's Mission

Phi Gamma Delta's Vision

Phi Gamma Delta's Values

Phi Gamma Delta's Mission

Phi Gamma Delta unites men in enduring friendships, stimulates the pursuit of knowledge, and builds courageous leaders who serve the world with the best that is in them.

Phi Gamma Delta's Vision

To be an active, vital force of men who courageously live our values and make a positive impact on college and community.

Phi Gamma Delta's Values

Friendship

We are united by friendship. It is the basis of our brotherhood. Because of it, we accomplish far more than we do as individuals. Friendship is the sweetest influence.

Knowledge

We promote the pursuit of knowledge. It is the key to a fuller, richer life. We gain it through education, the harmonious development of the powers of the individual.

Service

We encourage service. We have the ability, the opportunity and the duty to serve our fellow human beings. Our reward is the satisfaction that comes from serving.

Morality

We believe in morality. As gentlemen of quality, we must do what is right as individuals and as a group. Moral behavior is the basis of society's existence.

Excellence

We strive for excellence. It is attained only when we fulfill our total potential. Mankind benefits when each of us becomes all that we can be.

Part 2

Implementing the Program

At its core, New Member Education is intended to help new members understand the Fraternity while building a sense of belonging and increasing commitment. This does not happen once a week, sitting in a room, reading a book. Belonging and commitment happen over time, through larger in-depth conversations and immersion into chapter operations. The program outlined is intended to give new members the tools to become the highest achieving brothers possible, so they can help your chapter progress.

Integrating New Members

Integration into the chapter happens from day one through a hands-on, experiential approach, you allow men to become acclimated to fraternity life and the chapter from the very beginning. We do this by putting new members on chapter committees, encouraging them to participate in chapter events and working with their Big Brother. A Big Brother can be one of your greatest assets in new member education. They should be acting as mentors and attending chapter events with their Little Brothers. Big Brothers should be available to answer questions and help Little Brothers become acclimated to the Fraternity.

Successful chapters involve new members into operations, rather than separating them with their own activities, projects or committees. Those who are new to an organization not only learn better through this approach, but also develop a higher level of commitment, resulting in higher retention rates and contribution to operations at a higher level.

Activities with the chapter outside of the normal weekly meetings provide an opportunity to learn and get to know brothers on a personal level. This includes everything from recruitment and philanthropy events to campus lectures or programming and sporting events.

Build a Team

You are not solely responsible for educating new members. It is the job of the entire chapter to help teach them! Therefore, you must get the commitment of all brothers in your chapter to aid in teaching, to participate as Big Brothers and to follow the chapter's written program. At a chapter meeting prior to the start of the new member education program, educate the chapter on the program's guidelines and requirements. Along with the Chapter President, you also need to educate the chapter on the Fraternity's policy against hazing activities.

Program Details

As the Pledge Educator, your job is to organize and oversee the chapter's new member education program. It is your responsibility to ensure the program is well managed, constructive and aligned with the Laws and policies of the Fraternity.

The Fraternity's prescribed program is available at [www.phigam.org/
NewMemberEducation](http://www.phigam.org/NewMemberEducation) and has both six and eight week templates. Both programs cover the same topics, so be sure to use the one that best suits your chapter and meets your university's requirements. If your university requires your new member education program to be less than six weeks, headquarters staff can work with you to adjust the program to meet their requirements.

Each week, the program will break down the values and important elements of our organization. New members will be asked to read a portion of the *Purple Pilgrim* and complete a worksheet before the new member education session. During the session, educators will facilitate conversations and activities relating to the week's theme. Guest speakers and other brothers are encouraged to come in and lead additional discussions on the topic.

Initiation

Initiation should take place as soon as possible after the end of the eight-week program, preferably sometime in the week following the final pledge meeting. Current fraternity law provides that a man with a 2.5 college GPA or 3.0 high school GPA (where initiation is required before college grades are available) may be initiated. This timing of initiation allows a smooth transition into Post Initiation Education and a greater focus on academics before final exams.

Where to Start

- Several weeks before the program begins, you will need to identify and evaluate prospects for Big Brothers (to be assigned at the first meeting). Tips on an effective Big Brother program can be found in the Big Brother manual.
- You will need to update and customize the new member handbook several weeks prior to the start of the program. The Pledge Educator has an editable version of the Pledge Education Handbook available to him. However, with a notice of at least three weeks, the International Headquarters can customize and print new member manuals for you for a small fee. Contact (859) 255-1848 for more information.
- Prior to the start of the new member education program, make certain you have an adequate supply of Purple Pilgrims and pledge pins. These can be purchased at the online Fiji Store (www.phigam.org) or by calling (859) 255-1848.
- The program will begin on the established weekly meeting day immediately following the formal pledging ceremony. All pledge meetings and activities should remain consistent with the program goals to foster sound academic performance and provide a positive fraternity experience. In that respect, weekly meetings should last no longer than one and one-half hours. No pledge activity or meeting should begin before 8:00 am or end after 10:00 pm. Check with your Greek Advisor for additional information on campus policies and requirements.
- Immediately prior to the formal pledging ceremony, hold a short (30-minute) orientation meeting with the pledge class. At this time, you should be prepared to answer pledges' questions about the program. You should finalize a weekly meeting time.

Program Additions

The purpose of this program is to create a consistent new member education program among Phi Gamma Delta chapters. The Fraternity recognizes, however, that slight alterations may be necessary to accommodate campus requirements or utilize positive local resources.

Some acceptable changes may include incorporating new speakers due to local availability or utilizing graduates (or 'doubling up' undergraduate brothers) as Big Brothers for an extraordinarily large pledge class. However, other changes, including extending the length of the program, requiring a number of pledge-class only events or other time-consuming activities, are not permitted within the scope of this program.

Part 3

Hazing Prevention Course & New Member Educator Agreement

The Fraternity has launched a Learning Management System (LMS) to supplement our written resources, in-person training and communication. This on-demand platform contains courses which are designed to equip you to better manage your new member program. One of the courses is on Hazing Prevention. All new member educators must complete the course and sign the New Member Educator Agreement at the conclusion of the course. Below is a copy of the agreement.

I understand that it is my responsibility as New Member Educator to ensure my chapter uses and abides by a written New Member Education Program. This program should be available for review by my chapter's Purple Legionnaire, BCA Members, Field Secretary and/or Greek Life office upon request.

As the New Member Educator in my chapter I have read and understand the Fraternity's Risk Management Policy and understand that I am responsible to ensure my chapter's new member education program and activities are complying. I understand that alcohol is not to be provided to new member(s) at any time and that alcohol is prohibited from any pledge activity or event, including, but not limited to, Big Brother / Pledge Father night / reveal and events, class retreats or any pre-initiation activities. I confirm that my chapter adheres to this policy.

I have read and understand the Fraternity's laws concerning hazing, specifically Sections 19.34 and 25.33 of the Bylaws of the Fraternity and am responsible to ensure my chapter's new member education program and activities comply. I understand that hazing may include but is not limited to any actions or events which provide or force the consumption of alcohol, require or suggest acts of servitude, involve kidnapping or scavenger hunts, or involve physical exhaustion, emotional or mental abuse, or would in any way interfere with the person's mental or physical ability to perform college work efficiently. I confirm that my chapter adheres to all Phi Gamma Delta laws regarding hazing.

As New Member Educator, I understand that I can be held legally responsible for any hazing or alcohol violations involving pledges of my chapter. I also understand that my membership in Phi Gamma Delta can be revoked for facilitating or participating in hazing or alcohol violations and for lying during an investigation.

I understand that if I have concerns about my chapter's New Member Education Program, I can and should consult the officers of my chapter, my chapter's Purple Legionnaire and/or the Fraternity Headquarters.

If you have questions or need assistance accessing the course, please contact Andrew Depew, Coordinator of Educational Programs & Online Learning, at adepew@phigam.org.

Part 4

New Member Bill of Rights

As a New Member in Phi Gamma Delta, the New Member Education Program That You Participate in Should Allow You To:

- Achieve the highest scholarship of which you are capable.
- Gain fundamental knowledge of the history and organization of the chapter, Fraternity and college or university.
- Develop an understanding of Phi Gamma Delta's values and the correlation of your personal values with those of the Fraternity.
- Demonstrate friendship and provide a conduit to build strong, lasting friendships.
- Understand the benefits and responsibilities of membership in Phi Gamma Delta.
- Develop organizational and leadership skills through responsibility and accountability.

As a new member you have the right not to participate in activities which you feel uncomfortable with or you believe may involve hazing. Hazing in any form is prohibited by the Bylaws of the Fraternity.

You Should NOT Be Required or Suggested to Participate in Any Activity Which:

- Is illegal, immoral, violates the Student Code of Conduct on your campus or reflects negatively upon you, your chapter or the Fraternity.
- Interferes with your academic pursuits or causes you to be ill prepared for academic courses.
- Treats you as a second-class citizen, in a degrading manner or requires you to relinquish your rights as an individual.
- Involves mental or emotional distress or abuse.
- Forces or suggests you consume alcohol or provide alcohol to others.
- In any way places you in physical danger or has the potential to be unsafe.
- Does not allow you to get normal amounts of sleep or will require unreasonable amounts of time.
- Involves pranks such as stealing, scavenger hunts, 'kidnapping', vandalizing property or harassing others.
- Requires you to participate in calisthenics of any form, 'line ups' or other confrontational questioning activities.
- Involves performing personal services for brothers including, but not limited to, cleaning, running errands or acting as a chauffeur.

If you have questions about your chapter's New Member Education Program or activities, you should communicate these to your chapter's Purple Legionnaire and/or to the Fraternity Headquarters at (859) 255-1848.

Additionally, Phi Gamma Delta Participates in the National Anti-Hazing Hotline.

The toll-free number is **1-888-NOT-HAZE (1-888-668-4293)**. The line is available to those who think they, or students they know, have been or may be made victims of hazing. Callers may remain anonymous, or they can provide personal information so their concerns can be responded to directly.

Part 5

Prohibition of Hazing (Excerpt)

The following excerpts are from the Bylaws of the International Fraternity and must be upheld by all pledges and brothers, both undergraduate and graduate. Read them carefully and be well aware of their content. You are expected to always follow these laws, regardless of time or place. If you have any questions concerning these laws, or if you believe they are being violated, you are obligated (as is every brother) to report and confront the problem for the preservation and betterment of the Fraternity.

Section 25.33 Prohibition of Hazing

No chapter or member shall require, allow, or participate in any Hazing ceremony or activity. Hazing includes, but is not limited to, any ceremony or activity whereby any pledges, members, or other persons suffers or is exposed to cruelty, indignity, hardship, deprivation, oppression, physical or mental abuse, abridgment of any right, or that which would unreasonably interfere with a person's mental or physical ability to perform college work efficiently, or tend to reflect unfavorably upon the Fraternity. For any infraction of this section, members may be subject to the sanctions described in Section 25.38, and chapters may be subject to the sanctions described in Sections 25.40-25.46.

Section 25.28 Prohibition of Hazing

For any infraction of Section 25.33 prohibiting hazing, the Archons may place any chapter on graduate trusteeship for a period not exceeding the end of the school year following the second year in which the infraction occurs and/or may levy a fine not to exceed \$5000.00 payable to the Operating Fund, the severity of such penalties to be as determined by the Archons after consideration of all of the relevant facts and circumstances of the infraction.

Section 19.34 Pledge Period; Pledge Education; Initiation to Occur Following Pledge Period

- (a). The pledge period shall commence immediately following the formal pledging service described in Section 19.33 and conclude upon initiation.
- (b). The duration of the pledge period shall be not less than six (6) weeks and not more than twelve (12) weeks. However, upon the petition of a chapter, the Archons may allow the chapter to maintain a reduced or extended pledge period.
- (c). Each undergraduate chapter shall carry out a course of pledge education of not less than twelve (12) hours of instruction to occur during the pledge period. Pledge Education shall follow the Purple Pilgrim, or such other method as may be approved by the Archons, and generally to include such areas of instruction and other criteria as designated by the Archons. Such education shall be in the charge of a committee or member of the chapter appointed by the President and charged with the duty of making regular reports to the chapter and with responsibility for converting the course into terms of value to men undergoing the training and to the chapter.
- (d). All pledges shall be initiated as soon as practical following the conclusion of the course of pledge education, unless waiting for grades.

Examples of Hazing Activities

"Hazing" generally refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Even if an activity is the "voluntary" decision of a pledge class, it occurs because the chapter has created an expectation for it, and it may be considered hazing.

Section 25.34 Strict Scrutiny Standard for Non-Approved Pledge Activities

(a). Any pledge activity not authorized, approved and reasonably contemplated by, or consistent with the Purple Pilgrim or pledge education program approved by the Archons pursuant to Section 19.34 must meet a strict scrutiny standard as determined by the Archons, Board of Conduct, or Executive Director.

(b). For purposes of this section, strict scrutiny means that the pledge activity in question must:

1. Serve a compelling fraternal interest or goal of the chapter or Fraternity;
2. Be narrowly tailored to achieve the fraternal interest or goal; and
3. Be the means least restrictive of the pledge's time, dignity, and rights.

Hazing Amnesty/Diversion Plan

The Fraternity has embarked on a strategic initiative to eliminate and prevent hazing. The preferred approach in this initiative is to eliminate hazing by working with chapters, not by automatically closing chapters. For this reason, an amnesty process is included in the plan. Through this process, a chapter can admit that it has been hazing and enter into a Diversion Agreement. The chapter will not be punished for previous hazing. For more information visit: www.phigam.org/file/amnesty.pdf.

***Additional information on Phi Gamma Delta's Prohibition of Hazing can be found in the Appendix**

Part 6

Respect for others

Phi Gamma Delta's Statement on Sensitivity
Risk Management Policy: Abuse & Harassment

Phi Gamma Delta's Statement on Sensitivity:

WHEREAS, the Fraternity of Phi Gamma Delta seeks to promote brotherhood and harmony, not only among our members but among all people; and

WHEREAS, admission to membership in the Fraternity of Phi Gamma Delta is limited to individuals who identify as male; and

WHEREAS, the Fraternity of Phi Gamma Delta expects, consistent with its laws, that no Chapter, Colony, Member or Pledge shall engage in acts of discrimination or harassment towards any individual or group on the basis of race, color, ethnicity, religion, sex, sexual orientation, gender identity or expression, citizenship, ancestry, age, disabilities or any other characteristic protected by law;

BE IT RESOLVED, that the Fraternity of Phi Gamma Delta shall consider acts of discrimination or harassment by its Chapters, Colonies, Members and/or pledges on the basis of race, color, ethnicity, religion, sex, sexual orientation, gender identity or expression, citizenship, ancestry, age, disabilities or any other characteristic protected by law to be violations of Fraternity Policy.

Risk Management Policy: Abuse & Harassment

The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, ranging from but limited to verbal harassment to sexual assault by individuals or by members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

Violations of these policies are punishable by the Archons or Board of Conduct.

Part 7

Initiation Requirements

Academics

Financial Responsibility

Participation

Academics

- Each new member must have a cumulative average of 2.5 (on a 4.00 scale) in his college course work or a cumulative high school average of 3.0 (on a 4.00 scale).
- Each new member shall adhere to the scholarship program set out in this handbook.
- Attendance is vital to academic success; failure to attend classes for any reason is not condoned.

Financial Responsibility

- Each new member must remain current in his account with the chapter. He must have a zero balance prior to initiation, including initiation fees.

Participation

- Each new member is expected to participate in and attend:
 - Mandatory chapter events
 - Chapter meetings
 - New member class meetings
 - At least one committee
- Each new member must participate in at least one campus organization outside of Phi Gamma Delta.
- Participation in chapter recruitment efforts by seeking out and adding names of quality men to the chapter prospect list is expected.

Part 8

New Member Education Committee

It is no one brother's responsibility to educate and prepare new members to be an integral part of chapter operations. Work to build a New Member Education Committee consisting of at least three brothers with structured roles, like the ones on the next page.

Chair/Head of the New Member Education Committee

- In charge of the Committee – reports to the Cabinet
- Responsible for all aspects of the program
- Responsible for the administration of the committee. This includes customizing/updating and printing the New Member Manual, coordinating the submission of any forms and fees, and setting dates for meetings
- Plans weekly meetings, which includes ensuring new members are prepared, discussion topics for the class and healthy bonding activities
- Coordinates weekly speakers in advance
- Follows-up with speakers and thanks them for their help in the pledge program
- Sends letters to parents

Assistant New Member Educator – Big Brothers & Scholarship

- Reports to the Chair of the Committee
- Focuses on the Big Brother program
- Organizes Big Brother applications; coordinates matching of Big and Little Brothers
- Organizes and plans the Big Brother Orientation
- Organizes Big Brother / Little Brother events
- Communicates regularly with Big Brothers on progress and concerns
- Communicates any chapter or campus events in which the class should participate
- Communicates with the Scholarship Chairman to help administer the scholarship program and helps new members get assistance with their academics as necessary

Assistant New Member Educator – Committees & Activities

- Reports to the Chair of the Committee
- Focuses on new member integration into the chapter and their work on chapter committees
- Organizes and assigns new members to chapter committees
- Communicates with committee chairman on progress and concerns
- Receives feedback from new members on their committee experience

Additionally, the Scholarship Chairman may be an ex-officio member of the Committee since he will work closely with new members on their academic goals.

Part 9

Getting New Members Involved

To be effective, new member education cannot be a once a week occurrence. It cannot be sitting with the new member class and one brother. An effective new member education program includes socialization and introduction into chapter operations. On the next page, there are some ways to get new members involved with operations to prepare them to be effective and high performing members of your chapter.

Committee work could include (but is in no way limited to):

- Recruitment Committee:
 - Attending/participating in a recruitment workshop
 - Help brainstorm a new member list
 - Shadow chairmen to help/learn to plan events
- Scholarship Committee:
 - Pairing based on majors or classes
 - Help keeping new member class in line with scholarship plan
- Community Service / Philanthropy Committee:
 - Attend & help plan events
 - Encourage other new members to attend
- Brotherhood Committee:
 - Help plan brotherhood events for the chapter and/or the new member class

Attend all chapter meetings: A frequent struggle for new members is to understand what being in a Fraternity entails and what it does. However, if they are at a business meeting, they can see what is being planned and what information is being shared. All new members need to be at chapter meetings as soon as they are affiliated if they to become high performing brothers, with an increased level of commitment, upon initiation.

Attend all chapter events in order to increase their sense of belonging. Long before initiation, new members should feel like they can be their authentic selves within the chapter. This not only includes who they are as a person, but also their thoughts and feelings. Only when a new member is comfortable to express themselves authentically, and it is accepted, is the sense of belonging maximized.

Part 10

Sample Letters

To a New Member

To a New Member's Parents



PHI GAMMA DELTA

<Greek Designation> at <UNIVERSITY>
<Address> | <Phone> | <Email>

Dear <Name of New Member>,

Congratulations on your choice to join the <INSERT > Chapter of Phi Gamma Delta. We are proud to have you as a part of our esteemed organization. Membership in the Fraternity will have an impact on every facet of your life. The fraternal relationships that you develop as an undergraduate will stay with you for the rest of your life.

Joining the Fraternity is the first step into this special world. Your development as a brother is the most important work of our Fraternity, and New Member Education is the foundation of this development. Throughout the next several weeks, you will learn about the Fraternity: its history, organization, and operations. You will begin to develop friendships that will last a lifetime. As brothers, we provide you with aid and support, and we will rely on you to do the same. We will work beside you, guide you, educate you, and enhance your own excellent qualities, but above all, help you become a brother in Phi Gamma Delta.

The objectives of our new member education program are directly in line with the mission of the Fraternity. The program will:

- Emphasize academic excellence, foster sound academic performance and encourage you to achieve the highest scholarship of which you are capable.
- Develop an understanding of Phi Gamma Delta's values and the correlation of your personal values with those of the Fraternity.
- Demonstrate friendship and provide a conduit to build strong, lasting friendships.
- Provide a positive (hazing-free) fraternity experience that provides an appreciation for the ideals of Phi Gamma Delta.
- Demonstrate that Phi Gamma Delta is "Not for College Days Alone" and begin building a lifelong commitment to the Fraternity.
- Explain the concept of "Building Courageous Leaders" and what it means to be a leader who acts with courage when faced with a testing point.
- Impart the benefits and responsibilities of membership.
- Develop organizational and leadership skills through responsibility and accountability.
- Provide fundamental knowledge of the history and organization of the chapter, Fraternity and local institution.

The members of this chapter are proud to have you as a new member and look forward to welcoming you as a brother at the conclusion of your new member program.

Sincerely,
The Brothers of the <Chapter> of Phi Gamma Delta



PHI GAMMA DELTA

<Greek Designation> at <UNIVERSITY>
<Address> | <Phone> | <Email>

<Date>

<Parents' home address>
<123 Fort Armstrong Lane>
<Canonsburg, PA 12345>

Dear Mr. and Mrs. <last name>,

We are very excited that <**NEW MEMBER FIRST NAME**> has decided to join Phi Gamma Delta. As a student organization at <**SCHOOL NAME**>, we seek to develop our members to be the best men and leaders possible. With our emphasis on brotherhood, our chapter focuses on support and encouragement both in and outside of the classroom. Through involvement and service in our community, this chapter becomes a "home away from home" for brothers from the time they accept their bids to well past their years in college.

Your son's academic success is of the utmost importance, so we provide scholastic assistance in a variety of ways. We work with graduate brothers and a Scholarship Advisor to provide support and resources for our brothers. Additionally, if your son achieves a 3.2 GPA or higher during this term and becomes an initiated member of the Fraternity, he will be awarded \$250 from the Phi Gamma Delta Educational Foundation.

Outside of the classroom, we encourage our members to pursue their favorite areas of interest, whether it is athletics, campus involvement, or other activities on or off campus. The development of each member is a priority. We aim to use our collective strength in service to the surrounding community.

We believe that our chapter is made stronger through positive activities and pursuits. If you ever have any concern about your son's experience as a new member or brother, please contact any of the brothers in the chapter, our International Headquarters in Lexington, Kentucky at (859-255-1848), or the <**SCHOOL NAME**> administration.

We are a family at <**Insert Greek Designation**>, and we want you to be comfortable and familiar with the Fraternity, since it will be your son's second home while he is here at <**SCHOOL NAME**>. You can learn more about Phi Gamma Delta at www.phigam.org. And if you ever have any questions about the Fraternity, please feel free to contact any of us at any time.

Sincerely,

<CP Name>
Chapter President
Email address

<NME Name>
New Member Educator
Email address

<PL Name>
Purple Legionnaire
Email address

Part 11

Big Brother Program

Successful New Member Education is about building a sense of belonging and preparing new members to be the best brothers they can possibly be. One of the most significant opportunities for this is in a Big Brother program. An organized and uniform Big Brother program can be one of the most impactful parts of a brother's experience in Phi Gamma Delta. New members can see what it takes to be a high achieving brother.

An organized program starts by getting brothers on board with an organized system and choosing the best brothers to be mentors. Below are some recommended qualifications:

- **Academics:** Big Brothers must set an example and should have at least a 2.5 GPA or be at or above the all-men's average to be eligible.
- **Finances:** Potential Big Brothers should be financially current with the chapter.
- **Chapter Participation and Attendance:** Big Brothers must have a good attendance record at chapter meetings and events and participate in chapter committees.
- **Attitude:** Big Brothers must act as strong, positive role models. Ask yourself, "What kind of attitudes do I want to have promoted in my chapter?"
- **Graduation Date:** Experience is important. Older brothers have a lot to offer the pledge class. This need for experience needs to be balanced with the need to have a Big Brother who will be on campus to see his Little Brother initiated.

Before assigning a brother to be a Big, all brothers interested in being a Big who meet the qualifications should meet with the New Member Education Committee should discuss the goals and objectives for the program. Remember, when assigning the pairings, the intention is not to pair with the member who is most similar. The goal is to help the new member to develop into an effective and high performing brother, and to improve the initiated member's leadership and mentoring abilities.

More information on a successful Big Brother program can be found in the Big Brother Manual.

Part 12

Being a Courageous Leader

Being an effective leader sometimes means having difficult conversations and doing things outside of your comfort zone. As a New Member Educator, you may have to step up to be able to be a courageous leader and do the right thing - even if it is difficult!

There Are Four Main Opportunities to Be a Courageous Leader:

- **Stance**
 - The courage to publicly profess your values, beliefs or opinions, especially when in the minority.
 - These testing points pose risks associated with speaking out or expressing a contrary opinion.
 - Example: Speaking up when hearing a racist joke, voicing your opinion in class.
- **Intervention**
 - Courageously embracing risk to actively stop or prevent an event or behavior.
 - These testing points offer the potential to positively change the course of history.
 - Example: Intervening to stop a dangerous tradition even though your action might prove unpopular at the time.
- **Opportunity**
 - Courageously embracing risk to start or support something new and untested.
 - These testing points give you the chance to make a big impact but have the inherent risks that come from innovation or trying new things.
 - Example: Seeing the opportunity to address sexual assault and pro-actively creating or supporting a new campus event to raise awareness.
- **Accountability**
 - The courage to take personal responsibility for past actions or future commitments.
 - These recurring testing points – both big and small – form the foundation of integrity.
 - Example: Taking ownership for a failure or mistake, honoring your commitment to attend a chapter meeting.

These Are the Three Elements of Courageous Leadership:

1. Understanding and committing to our values
2. Recognizing the testing points - times when our values are challenged
3. Applying our values at the testing point and confronting the issue

Part 13

GreekLifeEdu

All new members of Phi Gamma Delta are to complete GreekLifeEdu, an online program that addresses alcohol, sexual assault and hazing.

To Fulfill Phi Gamma Delta's Requirements:

- Go to: <http://www.everfi.com/login> and click Register
- Under "Student/Learner," enter the Registration Code: 16gphigam, and click "Next" to create your EverFi account
- Complete Part 1 of GreekLifeEdu
- After 30-45 days you will receive an invitation to complete Part 2 of GreekLifeEdu

***If you already have an EverFi Higher Ed Account,** go to <http://www.everfi.com/login>, enter your login information, then enter registration code **16gphigam** in the "Add a Course" box in the top right corner of the Dashboard.

Other Important Information:

- You will need Internet access and audio capabilities.
- To avoid technical issues, please use any major web browser released within the previous two years.
- You may take the course in multiple sittings
- The course may include surveys to help personalize your experience and measure students' attitudes and behaviors. All survey responses are confidential; the Fraternity will only receive information about new members as a group and will never see individual answers.
- Should you experience problems, technical support is available 24/7 and can be accessed from the "Help" link within the course.
- You can also email the Coordinator of Online Learning Andrew Depew at adepew@phigam.org.

Deadlines:

	Spring Semester	Fall Semester
Part 1	March 15	November 1
Part 2	April 15	December 1

The chapter will be fined \$25 per new member who does not complete the program by the second deadline. It is encouraged that this fine be passed to the new member if the failure to complete is due to negligence.

Contact Andrew Depew, our Coordinator of Online Learning, at adepew@phigam.org with any questions or concerns.

Part 14

New Member Handbook Customization

The International Fraternity has provided this program for you. It contains weekly agendas, discussion topics and the bulk of your written materials. Other essential resources are the *Purple Pilgrim* and the New Member Handbook, which you need to customize and provide for each member of the pledge class, along with a *Purple Pilgrim*.

There are several places throughout the handbook where you simply need to insert your own chapter or university name. Others require more information. Below are the areas of the New Member Handbook that need to be edited/customized.

- Welcome letter
- School/chapter name in all indicated spaces
- Chapter leadership names and contact information
- Graduate leadership names and contact information
- Campus advisory names and contact information
- Nearby chapters with school, chapter name and location
- List of all other fraternities and sororities on your campus
- List of chapter committees
- Written chapter history

What Should I Include in the Chapter & Local History Section?

Many chapters have rich, well-documented histories. Others do not. In either case, it is important that you include only relevant information in the supplement to the program. It should be concise and informative and should not be cluttered with minute details. Some examples of information to include are:

- Chartering: When did it take place? How did the chapter come about? How old is the chapter?
- Re-chartering (if appropriate): Why did we close (lessons learned)? How long were we gone? When did we return?
- Chapter house: When built or bought? Is it an historic building? Have there been other houses?
- Chapter recognitions: What awards has the chapter received from the campus and from the International Fraternity?
- Support groups: Significant stories telling the support of the graduates, Parents Club, etc.
- Chapter activities: Annual philanthropic events, notable participation in other events?
- Who are our members: Any significant or prominent graduates? Any brothers currently on the faculty or administration of the college / university? What are we currently known for and involved in?
- Buildings, professorships, other places (plazas, parks, fields, fountains, etc.) on campus named for Fijis.
- You may also want to include a brief history of the institution: its origins, beginnings and notable events.

Part 15

Preparation Checklist

These dates may need to be modified to reflect the campus' academic calendar and holiday breaks. Whenever adjusting, remember it is better to prepare in advance!

45-Days Before the Program Begins

- Review program for upcoming term
- Determine speakers for weekly meetings and gather necessary customization information

30-Days Before the Program Begins (*May Need to Occur in the Term Prior to the Start of the Program*)

- Set date for orientation meeting and formal pledging ceremony
- Educate brothers on program and distribute Big Brother applications
- Contact speakers for weekly meetings
- Customize New Member Education Handbook
- Ensure *Purple Pilgrims* and pledge pins are available/ordered from the International Headquarters

21-Days Before the Program Begins

- Continue to customize the New Member Education Handbook

14- Days Before the Program Begins

- Follow up with and confirm speaker for Week 1
- Confirm PL or other graduate to speak at Orientation meeting

7- Days Before the Program Begins

- Big Brother selection
- Hold Big Brother orientation session
- Print New Member Handbooks
- Check on *Purple Pilgrims*/pledge pins
- Check with speakers for weekly meetings
- Follow up with and confirm speaker for week 2

*All speakers should be confirmed at least 1-2 weeks prior to when they are supposed to speak.

Part 16

Chapter Directory

Chapter Leadership Directory

Position	Name	Phone	Email
Chapter President			
Chapter Treasurer			
Recording Secretary			
Corresponding Secretary			
Pledge Educator(s)			
Scholarship Chairman			

Graduate Leadership Directory

Position	Name	Phone	Email
Purple Legionnaire			
BCA Chairman			
House Corporation President			
Section Chief			

Campus Directory

Position	Name	Phone	Email
Scholarship Advisor			
Greek Advisor			
Academic Resources			

Phi Gam Headquarters Directory

(859) 255-1848 | www.phigam.org | phigam@phigam.org

Position	Name	Phone	Email
Executive Director	Rob Caudill	(859) 255-1848	rcaudill@phigam.org
Director of Chapter Services	Bryan Hartzell	(859) 255-1848	bhartzell@phigam.org
Director of Education	Lauren Leif	(859) 255-1848	lleif@phigam.org
Field Secretary			

Area Phi Gam Chapters

School | Chapter Name | City, State

- Chapter Chartering Date:
- Number of Members:
- Awards Won:
- Main Contact:

Part 17

Weekly Structures

The following pages contain the weekly outlines for Phi Gamma Delta's New Member Education Program.

Week One: Orientation must be done on the first week. The sequence of the following weeks is at your discretion. Remember that if you are to change the order of the weekly outlines, the sections: Assignment for Next Week and To Do before Weekly Meeting, will need to change accordingly.

Orientation

Friendship

Knowledge

Campus Involvement

Service

Morality

Chapter Operations

Excellence

Orientation

Weekly Objectives

- Become familiar with the goals and objectives of new member education program
- Understand the basic expectations and benefits of membership
- Understand the laws and policies of the Fraternity

Agenda

1. Call to Order and Teaching the Doxology
2. Attendance
3. Review Calendar for the Week
4. Committee Updates
 - Purpose they serve
 - Events they plan
 - Pledges submit committee preferences
5. Weekly Discussion Topics
 - Review structure for meetings
 - Review and discuss the Fraternity's risk management policy
 - Review and discuss the Fraternity's hazing policy
6. Guest Speaker
 - Suggested speaker(s): Chapter President, Purple Legionnaire
 - Possible speaking points can include what Phi Gamma Delta has done for them, what IHQ offers, the concept of Building Courageous Leaders, the network of brothers worldwide, pride points both internationally and locally, etc.
7. Assignment
 - Review Chapter 1 of the Purple Pilgrim
 - Responsibilities of membership
 - Standards of membership
 - Newton D. Baker's definition of a fraternity.
 - Review Chapter 3 of the Purple Pilgrim
 - Fraternity's values.
 - Talk to committee members and chairmen and submit preferences before the next meeting. New members will be assigned to a committee based on preferences. They can then start shadowing committees and assisting with major responsibilities.
8. Announcements
 - Remind new members to complete GreekLifeEdu
 - Introduce Big Brothers
 - Review program and expectation of Big Brothers
 - Introduction to committees. Review each committee:

- Purpose it serves
- Events they plan
- Pledges submit committee preferences before next meeting

9. Remarks and Criticisms

The policy stated below has been adopted by the Archons of Phi Gamma Delta as a consolidated statement on the Fraternity's major exposures to risk. All chapters and members are expected to comply with this policy.

General Statement

All undergraduate members and pledges of Phi Gamma Delta shall abide by any and all applicable laws of the federal government, state, province, county, city, and institution of higher learning.

Alcohol & Drugs

- The possession, sale, use, or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher learning, and must comply with either the BYOB or Third Party Vendor Guidelines.
- No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. THE PURCHASE OR USE OF A BULK QUANTITY OF ALCOHOL (I.E. KEGS OR CASES) IS PROHIBITED.
- The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter premises or at any event, except when served at an event by a licensed and insured third-party vendor.
- OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation where alcohol is present, are prohibited. The number of guests in attendance at any event where alcohol is present shall be limited to a maximum of three (3) guests per member. A guest is defined as a person who is not a member of the host chapter. It is recommended that all guests be listed on a predetermined guest list.
- No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal drinking age).
- The possession, sale, or use of any ILLEGAL DRUGS, CONTROLLED SUBSTANCES, OR MARIJUANA while on chapter premises or during a fraternity event, or at any event that any observer would associate with the fraternity, is strictly prohibited.
- No chapter may co-sponsor an event with an alcoholic distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold, or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for the purposes of fundraising of any kind. A chapter may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third-party vendor and guest list. A chapter may conduct or participate in an event with a charitable organization where alcohol is present if the event is held within the provisions of this policy and does not fundraise through the sale of alcohol or the sale of tickets (or otherwise) which can be exchanged for alcohol.

- No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.
- All recruitment activities associated with any chapter will be DRY recruitment functions. No recruitment activities may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
- No member or pledge shall permit, tolerate, encourage, or participate in “drinking games.” The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beer pong,” “century club,” “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- No alcohol shall be present at any pledge program, pledge activity, or ritual of the chapter. This includes, but is not limited to, activities associated with “bid night,” “Big Brother – Little Brother / Pledge Father – Pledge Son” events or activities, “family” events or activities and initiation.

Hazing

No chapter, colony, pledge, undergraduate or graduate brother shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual, or policy, or the regulations and policies of the educational institution, or applicable state law.

Section 25.33 of the Bylaws of the Fraternity provides:

“No chapter or member shall require, allow, or participate in any Hazing ceremony or activity. Hazing includes, but is not limited to, any ceremony or activity whereby any pledges, members, or other persons suffers or is exposed to cruelty, indignity, hardship, deprivation, oppression, physical or mental abuse, abridgment of any right, or that which would unreasonably interfere with a person’s mental or physical ability to perform college work efficiently, or tend to reflect unfavorably upon the Fraternity. For any infraction of this section, members may be subject to the sanctions described in Section 25.38, and chapters may be subject to the sanctions described in Sections 25.40-25.46.”

Abuse & Harassment

The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or by members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

Fire, Health & Safety

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police, and ambulance and should have posted evacuation routes in the common areas and on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind on chapter property is expressly forbidden.
5. The construction or use of water features, towers, rope bridges and slides is strictly prohibited whether on chapter property or elsewhere. The terms "water features" and "slides" include but are not limited to above-ground pools, waterfalls, slip-n-slide and similar structures, but do not include fountains, in-ground pools or slides connected to such in-ground pools, which are built and operated in accordance with applicable engineering standards and local building codes and ordinances. In addition, the terms "towers" and "rope bridges" do not include such structures that are part of certified COPE or ROPES Courses or rappelling towers built and operated in accordance with applicable engineering standards and local building codes and ordinances.

Education

Each undergraduate brother and pledge shall be instructed annually on the Risk Management Policy of Phi Gamma Delta.

Friendship

To Do Before Weekly Meeting:

- Review Chapter 1 of the Purple Pilgrim
 - Responsibilities of membership
 - Standards of membership
 - Newton D. Baker's definition of a fraternity
- Review Chapter 3 of the Purple Pilgrim
 - Fraternity's values.
- Assign committees to be announced at meeting
- Have the chapter scholarship plan printed for each new member

Weekly Objectives:

- Identify the importance of belonging
- Teamwork and collaboration in weekly activity
- Discuss importance of brotherhood
- Discuss Fraternity values

Agenda:

1. Call to Order & Doxology
2. Attendance
3. Review calendar for the week
4. Committee Updates
 - Assign committees
 - Discuss shadowing opportunity, benefit, and purpose of committee involvement
5. Review last week's assignment
 - Briefly review topics covered in readings.
6. Weekly Discussion Topics
 - Which one of the responsibilities of membership stood out? Why?
 - How do you feel about Newton D. Baker's definition of a Fraternity? Do you agree/disagree? Does a Fraternity mean more?
 - Thoughts on Fraternity values? Which do you think are most exemplified within the chapter? Where do you think the chapter could improve?
 - What is the meaning of Brotherhood?
 - Brotherhood is more than a friendship between brothers. It is a deeper, more meaningful connection that allows for support and camaraderie in all aspects of life.
 - Who do you feel most comfortable with in the chapter? Why?
 - Belonging needs to occur long before initiation; new members should feel like they can be their true authentic selves within the chapter. This not only includes who

they are as a person, but also their thoughts and feelings. Only when a new member is comfortable to express themselves authentically and it is accepted, is the sense of belonging maximized.

- What are some things that the chapter could do to include you more or make you feel more comfortable here?
7. Suggested guest speaker(s): Brotherhood Chair
 - Discuss importance of brotherhood and belonging
 - Upcoming brotherhood events/opportunities
 - How Fraternity values reflect on brotherhood & courageous leadership
 - Details about Brotherhood Chair position
 8. Weekly Activity
 9. Assignment for next week
 10. Announcements
 11. Remarks & Criticisms

Weekly Activity Guide

Assignment for next week

- Review Chapter 2 of the Purple Pilgrim
 - Understand the importance of scholarship
- Review Chapters 5 and 7 of the Purple Pilgrim
 - Review founding, traditions, and history of Phi Gamma Delta
- Hand out chapter's scholarship plan for review

Discussion Point for Big Brothers

- Talk to new members about whether they are comfortable in the chapter/program and discuss how they could be included more.
- Discuss how they have found their sense of belonging and benefit of the brotherhood.
- Weekly Big/Little meeting report

Knowledge

To Do Before Weekly Meeting:

- Review Chapter 2 of the Purple Pilgrim
 - Understand the importance of scholarship
- Review Chapters 5 and 7 of the Purple Pilgrim
 - Review founding, traditions, and history of Phi Gamma Delta
- Hand out chapter's scholarship plan for review
- Have list of campus organizations printed or sent to new members

Weekly Objectives:

- Discuss the importance of scholarship and chapter's scholarship plan
- Discuss history and traditions of the Fraternity and chapter

Agenda:

1. Call to Order & Doxology
2. Attendance
3. Review calendar for the week
4. Committee Updates
 - Have members give an update on what the committee they joined is working on or has coming up
5. Review last week's assignment
 - Briefly review topics covered in readings.
6. Weekly Discussion Topics
 - Why is scholarship important?
 - Phi Gamma Delta is here to complement college career. Scholarship always must come first.
 - Discuss chapter's scholarship plan and best practices for studying and successful scholarship.
 - Discuss Fraternity founding.
 - Immortal Six and information on Founders, growth of the Fraternity to its current membership, and traditions
 - Discuss chapter history
7. Suggested guest speaker(s):
 - Scholarship Chair or staff member of university tutoring center
 - Discuss resources and opportunities to improve scholarship
 - Discuss healthy study habits
 - Discuss additional history of the Fraternity
 - Chapter Historian
 - Discuss chapter founding, local traditions and any awards won

8. Weekly Activity
9. Assignment for next week
10. Announcements
11. Remarks & Criticisms

Weekly Activity Guide

Assignment for next week

- Review opportunities for campus involvement to see what they would be interested in
- Review Chapter 4 of the Purple Pilgrim

Discussion Point for Big Brothers

- Discuss chapter scholarship plan
- On campus opportunities they have utilized
- Academic goal setting (Big Brother Manual)
- Weekly Big/Little meeting report

Page dedicated to chapter history

*See customization page for suggested topics

Campus Involvement

To Do Before Weekly Meeting:

- Print or send out list of student organizations to be reviewed by new members
- Review Chapter 4 of the Purple Pilgrim

Weekly Objectives:

- Discuss importance of campus involvement
- Find opportunities for new members to get involved on campus

Agenda:

1. Call to Order & Doxology
2. Attendance
3. Review calendar for the week
4. Committee Updates
 - Have members give an update on what the committee they joined is working on or has coming up
5. Review last week's assignment
6. Weekly Discussion Topics
 - Discuss the purpose of the NIC (North American Interfraternity Conference)
 - Why is campus involvement important?
 - Spreading the positive Phi Gamma Delta name, recruitment, brand recognition
 - From the list, were there any organizations in particular that stood out to you, that you would be interested in joining?
 - Other than formal clubs, what opportunities have you seen to get involved on campus?
7. Suggested guest speaker
 - Staff member from Student Life, Corresponding Secretary, Public Relations Chair
 - Discuss opportunities for campus involvement and its importance
 - Discuss where new members can find more information on involvement
8. Weekly Activity
9. Assignment for next week
10. Announcements
11. Remarks & Criticisms

Weekly Activity Guide

Assignment for next week

- Research two local causes and volunteering opportunities for them
- Work with service chairmen to possibly attend a service event with brothers and new members this week

Discussion Point for Big Brothers

- Ways they are involved on campus; acquaint their Little with those organizations
- Help find campus organizations for their Little to be a part of
- Weekly Big/Little meeting report

Service

To Do Before Weekly Meeting:

- Plan service event for the week

Weekly Objectives:

- Understand why and how we should/can give back
- Discuss typical service opportunities the chapter uses

Agenda:

1. Call to Order & Doxology
2. Attendance
3. Review calendar for the week
4. Committee Updates
 - Have members give an update on what the committee they joined is working on or has coming up
5. Review last week's assignment
 - Discuss what service opportunities the new members found and how the chapter can get involved formally or informally.
6. Weekly Discussion Topics
 - Why do we give back? Why is it important?
 - Discuss what causes the chapter supports now and why.
7. Suggested guest speaker
 - Suggested speaker(s): Service Chairmen, Philanthropy Chairmen, staff from campus outreach office
 - Discuss the difference between service and philanthropy
 - Bring up any upcoming events
 - Opportunities for individual involvement on campus
8. Weekly Activity
9. Assignment for next week
10. Announcements
11. Remarks & Criticisms

Weekly Activity Guide

Assignment for next week

- Review Chapters 9 and 10 from the Purple Pilgrim
- Understand what it means to be a courageous leader

Discussion Point for Big Brothers

- Discuss favorite service events and things the chapter has done in the past.
- Weekly Big/Little meeting report

Morality

To Do Before Weekly Meeting:

- Review Chapters 9 and 10 of the Purple Pilgrim

Weekly Objectives:

- Discuss idea of morality
- Understand the concept of being a courageous leader and how that applies during the years as an undergraduate

Agenda:

1. Call to Order & Doxology
2. Attendance
3. Review calendar for the week
4. Committee Updates
 - Have members give an update on what the committee they joined is working on or has coming up
5. Review last week's assignment
6. Weekly Discussion Topics
 - What does being a Fiji gentleman mean to you? Where can it be applied?
 - How can we keep each other accountable as gentlemen?
7. Suggested guest speaker
 - Suggested speaker(s): Social Chair or Graduate Brother
 - Discuss behavior at social events and intramurals
 - Discuss how gentlemanly behavior affects you in work and life after college
 - How does your behavior impact the good name of Phi Gamma Delta?
8. Weekly Activity
9. Assignment for next week
10. Announcements
11. Remarks & Criticisms

Weekly Activity Guide

Assignment for next week

- Review Chapters 6 and 8 from the Purple Pilgrim
- Understand chapter operations and Fraternity structure

Discussion Point for Big Brothers

- Discuss how morality builds respect as a brother and continues/builds chapter's positive reputation on campus.
- Weekly Big/Little meeting report

Chapter Operations

To Do Before Weekly Meeting:

- Review Chapters 6 and 8 from the Purple Pilgrim
 - Understand chapter operations and Fraternity structure

Weekly Objectives:

Understand how Phi Gamma Delta at large, and on a chapter basis, operates.

Agenda:

1. Call to Order & Doxology
2. Attendance
3. Review calendar for the week
4. Committee Updates
 - Have members give an update on what the committee they joined is working on or has coming up
5. Review last week's assignment
 - Briefly review major points from chapters 6 and 8
6. Weekly Discussion Topics
 - Explain chapter organizational structure and how committees and chairmen fit.
 - Explain Fraternity organizational structure and various elected, appointed, staff and volunteer positions that serve the international level.
 - Discuss chapter recruitment plan and practices
7. Suggested guest speaker
 - Suggested speaker(s): Recording Secretary, Recruitment Chair
 - Discuss organizational chart and how position fits into the chart.
 - Discuss recruitment practices, tendencies and plan.
 - Have new members start creating a names list.
8. Weekly Activity
9. Assignment for next week
10. Announcements
11. Remarks & Criticisms

Weekly Activity Guide

Assignment for next week

- Reflect on the last 7 weeks and your experience. What did you learn? What else do you feel as if you need to know to be a successful brother?

Discussion Point for Big Brothers

- Work with their little to find out what positions they would be interested in holding and help them understand responsibilities of the position and who to talk to regarding the role.
- Weekly Big/Little meeting report

Excellence

To Do Before Weekly Meeting:

- Reflect on the last 7 weeks and your experience. What did you learn? What else do you feel you need to know to be a successful brother?

Weekly Objectives:

- Reflect on experience and what it means to be a brother

Agenda:

1. Call to Order & Doxology
2. Attendance
3. Review calendar for the week
4. Committee Updates
 - Have members give an update on what the committee they joined is working on or has coming up
5. Review last week's assignment
 - What elements of the last 7 weeks stood out?
 - In friendship week, we talked about belonging. Do you feel that you belong more now than then?
 - How can the last 7 weeks be improved?
6. Weekly Discussion Topics
 - What do you think it means to be a brother here?
 - What are you most looking forward to doing in the chapter?
 - Positions, goals, or personal objectives
 - What changes do you think need to be made?
7. Suggested guest speaker
 - Suggested speaker(s): Awards Chairmen
 - Discuss what awards on campus or with the International Fraternity are available and any the chapter has earned.
8. Weekly Activity
9. Assignment for next week
10. Announcements
11. Remarks & Criticisms

Weekly Activity Guide

Assignment for next week

- Prepare for initiation and being a brother

Discussion Point for Big Brothers

- Discuss what it means to be a brother and how the new member experience has impacted them.
- Weekly Big/Little meeting report

Part 18

Appendix

Weekly Worksheets

Robert's Rules of Order Reference

Prohibition of Hazing

Scholarship Support Tips

Weekly Exams

Friendship

1. Why do we have a new member education program?
2. In your own words, briefly describe Newton D. Baker's definition of a fraternity.
3. What are some of your responsibilities of membership? Briefly explain them.
4. Describe your Big Brother's role.
5. What are the Fraternity's founding values? Briefly explain them.
6. Briefly describe what it means to be a courageous leader.
7. What is Phi Gamma Delta's Guide to Daily Action? Briefly describe each one.

Knowledge

1. What is a Phi Gam's top priority?
2. What are some places you can go for academic assistance?
3. At what university/college was Phi Gamma Delta founded?
4. Name the Immortal 6 and one interesting fact about each.
5. When is Founder's Day?
6. Where are the seven places our greek letters can be displayed?

Campus Involvement

1. From the provided list, what are some of the campus organizations that you are interested in? Do you know brothers or other members in those clubs?
2. Is there an organization or activity you are interested in that does not currently exist?
3. Why do you feel it is important to be involved outside of the Fraternity?
4. Who are the two fraternities in the "Jefferson Duo"?
5. How many fraternities are represented in the NIC?
6. What is the purpose of the NIC?

Service

1. What are some local causes/charities the chapter could support?
2. When are the chapter's upcoming service/philanthropy events?
3. What volunteering experience have you had in the past?
4. Why is it important to give back?

Morality

- In your own words, how does the Purple Pilgrim describe tough brotherhood?
- What do you think it means to be a Fiji Gentleman?
- How can you get involved in Phi Gamma Delta after graduation?
- What are three decisions you face as a brother in Phi Gamma Delta?

Chapter Operations

1. What is the name of the Fraternity's supreme governing body?
2. How many Archons are there?
3. What are the Appointed General Officers and what are their responsibilities?
4. What are the major activities of the Educational Foundation?
5. What are the five elected positions in your chapter? What are their most important responsibilities?

Excellence

1. What are the three most important things you learned from your new member education?
2. What else do you still need to learn to be successful?
3. What makes you most excited to be a brother?
4. How can the new member education process be improved?
5. To what extent do you feel like you belong and are valued in the chapter?

Robert's Rules of Order

A Brief Reference Table

Objective	Appropriate Motion				
Present an idea for consideration	Main motion or Resolution; Consider subject informally				
Improve a pending motion	Amend; Division of the question				
Regulate or cut-off debate	Limit or extend debate; Previous question (vote immediately)				
Delay a decision	Refer to committee; Postpone definitely; Postpone indefinitely (kills motion)				
Suppress a proposal	Object to consideration; Postpone indefinitely; Withdraw a motion				
Meet an emergency	Question of privilege; Suspend rules; Lay on the table				
Gain information on a pending motion	Parliamentary inquiry; Request information; Question of privilege; Request to ask question				
Question the decision of the chair	Point of order; Appeal from decision of chair				
Enforce rights and privileges	Division of assembly; Division of question; Parliamentary inquiry; Point of order; Appeal from decision of chair				
Consider a question again	Resume consideration; Reconsider; Rescind				
Change an action already taken	Reconsider; Rescind; Amend motion previously adopted				
Terminate a meeting	Adjourn; Recess				
MOTION	Interrupt	Second	Debatable	Amendable	Vote
Adjourn	No	Yes	No	No	Majority
Recess	No	Yes	Sometimes	Yes	Majority
Point of information	Yes	No	No	No	Chair
Orders of the Day	No	No	No	No	Chair
Lay on the table	No	Yes	No	No	Majority (2/3)
Previous question	No	Yes	No	No	2/3
Limit or extend debate	No	Yes	No	Yes	2/3
Postpone to a certain time	No	Yes	Yes	Yes	Majority
Refer to committee	No	Yes	Yes	Yes	Majority
Amend	No	Yes	If motion is	Yes	Majority
Postpone indefinitely	No	Yes	Yes	No	Majority
Main motion	No	Yes	Yes	Yes	Majority
Reconsider	Yes	Yes	If motion is	No	Majority
Rescind	No	Yes	Yes	No	2/3 (majority)
Amend motion previously adopted	No	Yes	Yes	Yes	2/3 (majority)

Prohibition of Hazing

Zero Tolerance

Contrary to society's stereotypes and the images often portrayed in movies and television, hazing has never been an endorsed or encouraged method for a man to be "trained" or to "earn" his membership in a fraternity. In fact, hazing is directly contrary to the values and mission of Phi Gamma Delta, especially those expressed by our Founders in the ritual. Unfortunately, hazing creeps into Greek organizations far too often.

We must be diligent to keep it out for numerous reasons:

Separation & Animosity

The ultimate goal of bringing new men into the Fraternity is to make it stronger and to perpetuate its existence for the benefit of those who come after us. Hazing weakens the chapter by building animosity and separation between pledges and brothers that lasts well beyond pledgship. For example, initiated brothers might tell pledges that they need to learn unity, "bond," and become better pledges by completing what amount to meaningless and unproductive tasks while they are harassed. In fact, they are being isolated from the initiated brothers in this adversarial relationship, and the pledges (those who stick around) will resent the older brothers for years to come.

False Unity

Rather than isolating pledges and trying to force "pledge class unity," a Phi Gam chapter that is true to the mission, tradition, and history of the Fraternity will bring the pledges closer to the brotherhood by focusing on chapter unity, working side by side, rather than as separate entities. It's teamwork as a collective group.

Laziness

Hazing is perpetuated by laziness in the chapter. By relying on the pledges to handle all sorts of tasks and duties (particularly house cleaning), the brothers rest on their laurels, and only one quarter of the chapter's membership is truly being productive.

Risk of Injury or Death

Sadly, some hazing activities have escalated into incidents of physical and/or mental harm, even death. And while the planners of the activity may have never intended for harm to result, situations of this nature tend to spiral out of control. A prime example is the tragic death of Scott Krueger, a Fiji pledge at MIT. In 1997, on a night when Scott and his pledge brothers were introduced to their big brothers, the pledge class was given cases of beer and bottles of liquor and strongly encouraged to consume it in a short amount of time. Scott ingested enough to pass out, and when he did, he was placed on a couch to "sleep it off." He vomited in his sleep, inhaled his vomit, and was found as he went into cardiac arrest. While doctors were able to save his body, he was brain dead, and his family made the heartbreaking decision to unplug his life support. The subsequent lawsuit was settled against the chapter officers, the pledge educator, and the International Fraternity for amounts in excess of several million dollars.

The following excerpts are from the Bylaws of the International Fraternity and must be upheld

by all pledges and brothers, both undergraduate and graduate. Read them carefully and be well aware of their content. We are expected to always follow these laws, regardless of time or place. If you have any questions concerning these laws, or if you believe they are being violated, you are obligated (as is every brother) to report and confront the problem for the preservation and betterment of the Fraternity.

Hazing & Pre-Initiation Activities

Section 25.33 Prohibition of Hazing

No chapter or member shall require, allow, or participate in any Hazing ceremony or activity. Hazing includes, but is not limited to, any ceremony or activity whereby any pledges, members, or other persons suffers or is exposed to cruelty, indignity, hardship, deprivation, oppression, physical or mental abuse, abridgment of any right, or that which would unreasonably interfere with a person's mental or physical ability to perform college work efficiently, or tend to reflect unfavorably upon the Fraternity. For any infraction of this section, members may be subject to the sanctions described in Section 25.38, and chapters may be subject to the sanctions described in Sections 25.40-25.46.

Section 25.28 Prohibition of Hazing

For any infraction of Section 25.33 prohibiting hazing, the Archons may place any chapter on graduate trusteeship for a period not exceeding the end of the school year following the second year in which the infraction occurs and/or may levy a fine not to exceed \$5000.00 payable to the Operating Fund, the severity of such penalties to be as determined by the Archons after consideration of all of the relevant facts and circumstances of the infraction.

Section 19.34 Pledge Period; Pledge Education; Initiation to Occur Following Pledge Period

- (a). The pledge period shall commence immediately following the formal pledging service described in Section 19.33 and conclude upon initiation.
- (b). The duration of the pledge period shall be not less than six (6) weeks and not more than twelve (12) weeks. However, upon the petition of a chapter, the Archons may allow the chapter to maintain a reduced or extended pledge period.
- (c). Each undergraduate chapter shall carry out a course of pledge education of not less than twelve (12) hours of instruction to occur during the pledge period. Pledge Education shall follow the Purple Pilgrim, or such other method as may be approved by the Archons, and generally to include such areas of instruction and other criteria as designated by the Archons. Such education shall be in the charge of a committee or member of the chapter appointed by the President and charged with the duty of making regular reports to the chapter and with responsibility for converting the course into terms of value to men undergoing the training and to the chapter.
- (d). All pledges shall be initiated as soon as practical following the conclusion of the course of pledge education, unless waiting for grades.

Examples of Hazing Activities

"Hazing" generally refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm,

regardless of the person's willingness to participate. Even if an activity is the "voluntary" decision of a pledge class, it occurs because the chapter has created an expectation for it, and it may be considered hazing.

If at any time you have questions or feel you have been subject to a hazing activity, immediately contact:

1. <<Purple Legionnaire Name and Phone Number>>
2. Rob Caudill, Executive Director at Phi Gamma Delta International Headquarters, at (859) 255-1848.

Additionally, Phi Gamma Delta Participates in the National Anti-Hazing Hotline.

As part of the ongoing attempt to end hazing on college campuses and particularly in Greek organizations, Phi Gamma Delta has joined other fraternities and sororities to establish a national Anti-Hazing Hotline. The toll-free number is 1-888-NOT-HAZE (1-888-668-4293). The line is available to those who think they, or students they know, have been or may be made victims of hazing. Callers may remain anonymous, or they can provide personal information so their concerns can be responded to directly.

Section 25.34 Strict Scrutiny Standard for Non-Approved Pledge Activities

(a). Any pledge activity not authorized, approved and reasonably contemplated by, or consistent with the Purple Pilgrim or pledge education program approved by the Archons pursuant to Section 19.34 must meet a strict scrutiny standard as determined by the Archons, Board of Conduct, or Executive Director.

(b). For purposes of this section, strict scrutiny means that the pledge activity in question must:

1. Serve a compelling fraternal interest or goal of the chapter or Fraternity;
2. Be narrowly tailored to achieve the fraternal interest or goal; and
3. Be the means least restrictive of the pledge's time, dignity, and rights.

Hazing Amnesty/Diversion Plan

The Fraternity has embarked on a strategic initiative to eliminate and prevent hazing. The preferred approach in this initiative is to eliminate hazing by working with chapters, not by automatically closing chapters. For this reason, an amnesty process is included in the plan. Through this process, a chapter can admit that it has been hazing and enter into a Diversion Agreement. The chapter will not be punished for previous hazing. For more information visit: www.phigam.org/file/AmnestyDiversionPlan.pdf.

There are additional fraternity laws that apply to all members, at all times. Take a moment to review the Fraternity's laws on controlled substances. The use of controlled substances on chapter property or at chapter functions negatively impacts all members and pledges. Use of controlled substances puts our chapter property and rights as members and citizens at risk.

Section 25.2 (m) Members' Acts Punishable by Ekklesia or Archons

The sale, use, or possession of illegal drugs, narcotics, other controlled substances, or drug paraphernalia is strictly prohibited, regardless of location (chapter house, campus, or otherwise) and time. Brothers in violation of this law are subject to trial, expulsion from

the Fraternity, and immediate eviction from the chapter house (if a resident) by the House Corporation. Pledges in violation of this law are subject to immediate expulsion without question.

Section 25.25 Chapters' Failure to Eliminate Use of Drugs on Chapter House Property

Any chapter may be subject to a penalty of revocation of its charter, suspension of its charter, graduate trusteeship or a monetary fine for refusal to eliminate the sale, use, or possession of illegal drugs, narcotics, or other controlled substances on chapter-house property by any of its members or pledges. The monetary fine shall not exceed \$1,000.00.

Scholarship Support Tips

One of the key goals of the new member education program is to assist pledges in achieving the highest scholarship of which they are capable. Here are some steps to accomplish this:

1. Qualification in Recruitment

The chapter must set academic standards in recruitment. Fraternity law dictates that a man must have at least a 2.5 college GPA or, if he does not yet have a college GPA, a 2.5 high school GPA. (The chapter may set a higher standard). Focus conversations on academic history, academic goals, declared major, and any received scholarships. Potential members concerned about the chapter's support for academics will be pleased to discover the chapter's interest in his academic past and future performance. Those with questionable academic history and/or little promise of a sound academic future should be thoroughly discussed.

2. Scholarship Chairman and Committee

The Scholarship Chairman shall oversee the new member education scholarship program in conjunction with the Pledge Educator and Scholarship Advisor.

3. Use of a Scholarship Advisor

A Scholarship Advisor plays a key role in monitoring and assisting members of the pledge class. This person can be a member of the faculty, campus administrator or local graduate brother able to focus on academic success. The following activities are suggested:

- Meet with new members individually to help gauge past performance, current schedule, challenges and needs. They may direct the pledge to resource centers or tutoring in some areas.
- Aid the Scholarship Chair in arranging/presenting appropriate programming.
- Regularly meet with those who struggle academically to check on progress and needs.
- Aid in development of the chapter and new member education scholarship program.

4. Big Brothers and Scholarship

Big Brothers have a major role in the academic performance of Little Brothers. A Big Brother should:

- Set the example for his Little Brother.
- Study with his Little Brother at least once per week, whether for classes or a pledge education exam.
- Assist his Little Brother in using campus libraries and academic resources.
- Assist his Little Brother in setting academic goals, checking and reporting progress.

5. Monitoring

During the first week, have new members submit a copy of their course schedules and syllabi. This can aid the Pledge Educator and Scholarship Chairman in scheduling and knowing when members have heavy academic responsibilities.

6. Incentive Programs

New Members should participate in any academic incentive programs offered by the chapter. This may include individual or team competitions, chapter scholarships or recognition programs.

The Phi Gamma Delta Educational Foundation also offers the AAA scholarship. Any man who earns a 3.2 or better during his pledge semester will receive a \$250 scholarship upon submission of the verification form, initiation forms and fees, and transcripts. More information is available at www.phigam.org/AAA.

7. Resources

New Members should utilize all academic resources available to brothers. This may include test/instructor files, chapter study areas, etc. They also should take advantage of the services and academic resources available through the university or college. To facilitate this, the chapter arrange with the Academic Resource Center for an information session or a tour.

8. Study Time

Each new member should document time spent studying on a weekly basis and report this to his Big Brother and the Scholarship Chairman.

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